



DEPARTMENT OF THE NAVY
NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

NAVPERSCOMINST 3440.1

PERS-33

14 SEP 2004

NAVPERSCOM INSTRUCTION 3440.1

From: Commander, Navy Personnel Command

Subj: DISASTER PREPAREDNESS PLAN

Ref: (a) OPNAVINST 3440.16C
(b) NAVSUPPACTMIDSOUTHINST 3440.2A

Encl: (1) Commander, Navy Personnel Command (COMNAVPERSCOM) Checklist
(2) NAVPERSCOM, Assistant Commander, Navy Personnel Command (ACNPC) for Career Management (PERS-4) Checklist
(3) NAVPERSCOM, Command Duty Officer (CDO) Checklist
(4) NAVPERSCOM, Director, Administrative/Human Resources Services Division (PERS-33), Disaster Preparedness Officer (DPO) Checklist
(5) NAVPERSCOM, Administrative Support Division (PERS-332) Checklist
(6) NAVPERSCOM, Security Branch (PERS-334) Checklist
(7) NAVPERSCOM, Senior Watch Officer (SWO) Checklist

1. Purpose. To implement Navy Personnel Command (NAVPERSCOM) Disaster Preparedness Program, within the Naval Support Activity (NAVSUPPACT) Mid-South assigned Area of Responsibility (AOR), as directed by references (a) and (b).

2. Background

a. There is an ever-existing threat as a result of enemy/terrorist attack employing modern warfare, forces of nature, accidents, and civil disturbances with little or no warning of impending disaster. Accordingly, it is a must for NAVPERSCOM to plan for recovery, render any assistance required by Emergency Teams and to provide an effective system of mutual assistance when required. NAVPERSCOM must plan and be flexible enough to provide maximum initial response to any situation that would involve government property or aid to the civil community.

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b. In planning for disaster response, NAVPERSCOM will first consider those requirements necessary for its own safety and survival. NAVPERSCOM, if by virtue of its size or unique mission, cannot establish required capabilities from internal resources, shall request Commanding Officer (CO), NAVSUPPACT Mid-South activate the NAVSUPPACT Mid-South Emergency Operations Center (EOC) to alleviate any known resource shortages.

3. Discussion

a. This plan will be implemented immediately when CO, NAVSUPPACT Mid-South activates the NAVSUPPACT Mid-South EOC located in building S-237.

b. The primary objective of this instruction is to ensure that NAVPERSCOM takes appropriate measures and provides assistance to Emergency Teams before, during, and after hostile action or natural or man-made disasters, to reduce the probability of injury/damage, to minimize the effects, and to initiate recovery. This instruction includes planning, organization, command and control, and logistics. NAVPERSCOM, within its capabilities, will provide any assistance required to Emergency Teams to restore primary mission ability, provide humanitarian aid, and provide initial response to major accidents or disasters before Emergency Teams arrive.

c. NAVPERSCOM shall publish orders, plans, directives, and any pertinent documents in addition to this instruction (if required) to properly implement command disaster preparedness procedures and internal capabilities. To ensure a greater solidarity in an emergency, NAVPERSCOM will design the command's disaster management plan to be per NAVSUPPACT Mid-South response and recovery framework for specific disasters, as outlined in reference (b), chapter 3. NAVPERSCOM will maintain liaison with NAVSUPPACT Mid-South Disaster Preparedness Officer (DPO) for coordination.

4. Definitions. Domestic emergencies are emergencies affecting the public welfare resulting from man-made or natural causes that endanger life and property or disrupt the usual processes of government, to include the following:

a. Civil Defense Emergency. A civil defense emergency is a domestic emergency disaster situation resulting from devastation

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created by an enemy/terrorist attack. Appropriate authority in anticipation of an attack can also proclaim it.

b. Civil Disturbance. Group acts of violence or disorder prejudicial to public law and order.

c. Major Disaster. Any catastrophe which, as determined by the President, is, or threatens to be, of sufficient severity and magnitude to warrant Federal government assistance to supplement State and local government efforts and resources in alleviating the damage, hardship, or suffering.

d. Natural Disaster. All domestic emergencies except those created as a result of terrorist action or civil disturbances.

5. Mission. To plan for and be prepared to implement quick recovery operations, provide assistance to Emergency Teams as required to alleviate the effects of war damage, sabotage, disaster, and other emergencies that disrupt the primary mission of the Department of Defense (DOD), the process of government, or the endangerment of public welfare. Emphasis in planning will be directed towards preservation of life and protection of government property.

6. Duties and Responsibilities

a. Commander, Navy Personnel Command (COMNAVPERSCOM)
(PERS-00)

(1) Per reference (b), maintain a Disaster Preparedness instruction and forward a copy to NAVSUPACT Mid-South DPO.

(2) Exercise economy of forces consistent with the mission and tasks and utilize personnel, equipment, and materials of NAVPERSCOM to minimize damage and recover from the effects of a disaster.

(3) Maintain command and control of NAVPERSCOM personnel during the disaster.

(4) Report any action taken under this plan to NAVSUPACT Mid-South EOC.

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b. Assistant Commander, Navy Personnel Command (ACNPC) for Career Management (PERS-4)

(1) Assume command in the absence of COMNAVPERSCOM (PERS-00).

(2) If circumstances warrant/allow, establish a Command Communications Post (CCP) at

(a) Bldg 791, Duty Office.

(b) Bldg 769, Security Office.

(c) Memphis MEPS Bldg (if NAVSUPPACT MID-South is not accessible).

(3) Ensure communications are established with NAVSUPPACT Mid-South EOC (874-5110/5115) via cellular telephone or by means of a messenger to report all messages to building S-237. Report the NAVPERSCOM CDO cellular telephone number (573-1232) to NAVSUPPACT Mid-South EOC.

(4) Supervise communications with NAVSUPPACT Mid-South EOC. Ensure timely situation/casualty status reports are issued to NAVSUPPACT Mid-South EOC and ensure all messages to and from the NAVSUPPACT Mid-South EOC are recorded to be kept as official records.

(5) Designate a person to serve as a liaison with NAVSUPPACT Mid-South Base Security at the Mobile Command Post. All contact with NAVSUPPACT Mid-South Base Security by NAVPERSCOM personnel will be directed through this individual.

(6) Establish a safe medical triage area(s) as necessary.

(7) Assign a person(s) to the medical triage area to record personnel casualties and report back to NAVPERSCOM (PERS-33), DPO at the NAVPERSCOM CCP all casualties by name and type.

(8) Contact the NAVPERSCOM Command Ombudsman to report as a liaison to NAVSUPPACT Mid-South Base Chapel.

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c. CDO

(1) Alert appropriate personnel per the provisions of this instruction when emergency conditions occur or are anticipated, when informed by NAVSUPACT Mid-South Quarterdeck.

(2) Evacuate any or all NAVPERSCOM buildings as necessary. If building 791 is the scene of incident, evacuate with the following:

- (a) Duty vehicle keys
- (b) CDO briefcase
- (c) Any NAVPERSCOM visitor logbooks
- (d) CDO record logbook
- (e) Emergency hand held radio
- (f) CDO cellular telephone (573-1232)

(3) Ensure the NAVPERSCOM building(s) affected is evacuated and ALL PERSONNEL ARE MUSTERED, including visitors. Buildings 768, 769, 785, 789, and 791 muster location is at the Sail in the middle of the campus area at least 500 feet from the buildings. Building 457 muster at field located on the west side of the building. NAVPERSCOM personnel shall muster with their respective division officers and department heads. Visitors will be mustered by the CDO. If necessary, the CDO will establish a new mustering point if present location is unavailable due to damage.

(4) Provide an accurate muster to NAVPERSCOM (PERS-33), DPO.

(5) Assist NAVPERSCOM (PERS-33), DPO as required.

(6) Assume the duties of COMNAVPERSCOM (PERS-00), should he and ACNPC (PERS-4) be absent or until such time as the senior officer present assumes command.

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d. NAVPERSCOM (PERS-33), DPO

(1) Ensure overall readiness of NAVPERSCOM's disaster preparedness organization.

(2) Keep ACNPC (PERS-4) informed on the status of disaster preparedness matters, including the limiting factors that impair mission accomplishment.

(3) Coordinate emergency recovery operations in the event of an attack or disaster.

(4) Advise ACNPC (PERS-4) during emergency situations.

(5) Ensure NAVPERSCOM initial actions are carried out per this instruction.

e. Assistant DPO, NAVPERSCOM (PERS-33B). Report to the NAVSUPPACT Mid-South EOC Bldg S-237 to serve as NAVPERSCOM's command representative and receive further instruction from NAVSUPPACT Mid-South DPO.

f. Assistant Senior Watch Officer

(1) Ensure CDO watch bill is up to date.

(2) Report to NAVPERSCOM (PERS-33), DPO at the communications command post with ample supplies for recording all events. Maintain a log to record all events and the time they occur, to include arrival times of emergency response units, time and subject of reports to the NAVSUPPACT Mid-South EOC, list of personnel casualties, etc. This log is to be retained as an official record.

(3) Maintain an accurate command recall bill.

g. NAVPERSCOM, Security Branch (PERS-334). Carry out security procedures documented in SECNAVINST 5510.30A, SECNAVINST 5510.36, OPNAVINST 5530.14C, NAVPERSCOMINST 5510.1. Assist NAVPERSCOM, Facilities/Space Management Section (PERS-333E) in maintaining internal security of NAVPERSCOM buildings during the disaster.

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h. NAVPERSCOM, Supply/Logistics Branch (PERS-333)

(1) NAVPERSCOM (PERS-333) will report to NAVSUPPACT Mid-South EOC located in building S-237 as a liaison between the NAVSUPPACT Mid-South EOC and NAVPERSCOM, and receive further instruction from the NAVSUPPACT Mid-South DPO.

(2) NAVPERSCOM (PERS-333E) will assist NAVPERSCOM (PERS-334) in maintaining the physical security of NAVPERSCOM buildings during and after the disaster.

i. Department Heads. Receive muster reports from their respective division officers, and forward them to the CDO, denoting names and numbers of all unaccounted personnel, if any.

j. NAVPERSCOM, Information Technology (IT)/Information Management (IM) Division (PERS-34)

(1) If time permits, ensure all classified material in building 789 is properly secured prior to evacuation.

(2) Ensure all computer terminals in building 769 Electronic Military Personnel Record System (EMPRS) and 789 are powered down prior to evacuation.

k. NAVPERSCOM, Safety Officer (PERS-333E2). Report to the command DPO for further instruction.

7. NAVPERSCOM's Response to Various Disasters/Casualties. The responsibilities of each individual as outlined in this instruction do not change for different types of casualties; however, the mustering location for personnel may change, depending on the type of casualty and situational circumstances. The following provides guidance to personnel for each type of casualty.

a. Major Fire. Personnel will evacuate the building they are in within 2 minutes or less, and muster on their designated mustering areas if permitted, a safe distance from any danger, with their respective divisions/departments. An accurate command and visitor muster will be taken by the CDO and forwarded to NAVPERSCOM (PERS-33) as soon as possible. If the mustering location is not suitable, the CDO will provide a new mustering location.

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b. Floods. In the event of a Flash Flood warning, personnel will muster in their respective buildings. A muster will be taken and weather permitting, all will proceed to the NAVSUPPACT Mid-South Conference Center, building N-767. If this location is not suitable or no space is available, personnel will report to the NAVSUPPACT Base gymnasium, building N-82. In the event that your building is flooded, and due to high winds, flash floods, etc., personnel cannot leave the building, department heads/building managers should muster their personnel in their departmental spaces.

c. Tornadoes. Personnel will muster in their buildings on the first floor away from windows and doors when a tornado warning has been issued for Shelby County.

8. The following information extracted from reference (b) provides information about Severe Weather Conditions.

a. Definitions

(1) LOCAL AREA: Area within 50 miles of NAVSUPPACT, Memphis.

(2) CONDITION I: Storm expected within 12 hours.

(3) CONDITION II: Storm expected within 24 hours.

(4) CONDITION III: Storm expected within 48 hours.

(5) CONDITION IV: Storm expected within 72 hours.

b. Thunderstorms and Tornadoes

(1) THUNDERSTORM WATCH: Thunderstorms forecasted to affect the local area.

(2) THUNDERSTORM WARNING: Thunderstorms of designated intensity advancing towards NAVSUPPACT Mid-South.

(3) MODERATE THUNDERSTORM: Gusts of winds to 34 knots with no hail or hail less than 1/2 inch in diameter.

(4) HEAVY THUNDERSTORM: Gusts of wind 35 through 49 knots/hail 1/2 to 3/4 inch in diameter.

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(5) SEVERE THUNDERSTORM: Gusts of wind 50 knots or greater/hail 3/4 inch in diameter or larger.

(6) TORNADO WATCH: Weather conditions such that tornadoes are possible.

(7) TORNADO WARNING: A Tornado has been sighted and forecasted to pass through Shelby County.

(8) GALE: Winds between 34 and 48 knots.

(9) STORM: Winds of 48 knots or greater.

c. Wind Warnings

(1) HURRICANE: Wind of 64 knots or greater.

(2) TROPICAL STORM: Wind of 34 to 63 knots.

(3) HIGH WIND: Sustained wind 18 - 33 knots.

d. Hazardous Weather Phenomena

(1) Hazardous Driving: When falling or blowing snow, freezing precipitation or accumulated ice is forecasted to cause hazardous driving conditions.

(2) Freeze Conditions

(a) Freeze Condition I - Forecast temperatures to be 32 degrees Fahrenheit or 0 degrees Celsius or lower for more than 12 hours.

(b) Freeze Condition II - Forecast temperatures to be 32 degrees Fahrenheit or 0 degrees Celsius or lower for less than 12 hours.

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9. Action. All NAVPERSCOM staff personnel will familiarize themselves with the contents of this instruction.



MURRAY W. ROWE
Deputy Commander,
Navy Personnel Command (PERS-00B)
By direction

Distribution:
NAVPERSCOMINST 5218.1B
Lists 1A, 1B, 2A, and 2B

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**COMMANDER, NAVY PERSONNEL COMMAND (COMNAVPERSCOM)
CHECKLIST**

Event Number	Tasking	Time Complete
1	Make request to CO, NAVSUPPACT Mid-South to activate the Emergency Operations Center (EOC) in BLDG S-237.	
2	Maintain command and control of NAVPERSCOM personnel actions during the disaster.	

Enclosure (1)

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**ASSISTANT COMMANDER, NAVY PERSONNEL COMMAND FOR
CAREER MANAGEMENT (PERS-4) CHECKLIST**

Event Number	Tasking	Time Complete
1	Assume command in the absence of COMNAVPERSCOM	
2	Establish a Command Communications Post (CCP). Set up communications with the EOC using CDO cellular telephone number (573-1232).	
3	Send NAVPERSCOM, Head Integrated Logistics Support Branch (PERS-333) to NAVSUPPACT Mid- South EOC Bldg S-237 to serve as NAVPERSCOM representative.	
4	Supervise all communications to and from EOC, ensure all messages are logged along with the time transmitted and received.	
5	Ensure a medical triage area is set up. If necessary, set up triage area at least 500 feet on the south west side of Bldg 791 (Sail).	
6	Assign a person to the medical triage area to record personnel casualties by name and type, to be reported back to NAVPERSCOM (PERS-33) at the CCP to inform the NAVSUPPACT Mid-South EOC.	
7	Designate a person to serve as a liaison with NAVSUPPACT Mid-South Base Security Mobile Command Post.	
8	Contact NAVPERSCOM Ombudsman and have individual report to NAVSUPPACT Mid-South Base Chapel.	
9	Direct Senior Watch Officer (SWO) to set up command duty officer (CDO) and security rover watch bills as required when custody of NAVPERSCOM buildings has been returned to NAVPERSCOM.	

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NAVPERSCOM, COMMAND DUTY OFFICER (CDO) CHECKLIST

Event Number	Tasking	Time Complete
1	Upon threat call 911 and report the threat/casualty.	
2	Alert personnel in NAVPERSCOM building of threat and commence evacuation of NAVPERSCOM buildings via telephone.	
3	Evacuate buildings with the following items from building 791 Duty Office: Duty Briefcase, Visitors Log, Duty Vehicle Keys, CDO Record Logbook, Emergency Hand Held Radio, Cellular Telephone (573-1232).	
4	Give all the above items to NAVPERSCOM, Director, Administrative Support Division (PERS-33) at the Command Communications Post (CCP) except the visitors log.	
5	Assume the duties of Commander, Navy Personnel Command/NAVPERSCOM (PERS-33) if each is absent.	
6	Establish muster areas from the NAVPERSCOM buildings and within sight of the CCP.	
7	Muster visitors.	
8	Collect and forward all muster reports to NAVPERSCOM (PERS-33) at the CCP.	

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**NAVPERSCOM, DIRECTOR, ADMINISTRATIVE/HUMAN RESOURCES
SERVICES DIVISION (PERS-33),
DISASTER PREPAREDNESS OFFICER (DPO) CHECKLIST**

Event Number	Tasking	Time Complete
1	Coordinate NAVPERSCOM's initial actions.	
2	Keep NAVPERSCOM, Director, Administrative Support Division (PERS-33) informed on all matters relating to the disaster.	

Enclosure (4)

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**NAVPERSCOM, ASSISTANT SENIOR WATCH OFFICER (ASWO)
CHECKLIST**

Event Number	Tasking	Time Complete
1	Ensure CDO watch bill is updated.	
2	Report to NAVPERSCOM, Director, Administrative Support Division (PERS-33), DPO, at the Command Communications Post (CCP) with ample supplies for recording all messages sent to and received from NAVSUPPACT Mid-South EOC. Also record all actions taken at the scene along with the times of occurrence.	
3	Assign personnel as recorders and ensure all actions are recorded as the events unfold.	
4	Maintain an accurate recall bill.	

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**NAVPERSCOM, SECURITY BRANCH (PERS-334)
CHECKLIST**

Event Number	Tasking	Time Complete
1	Carry out security procedures documented in SECNAVINST 5510.30A, SECNAVINST 5510.36, OPNAVINST 5530.14C, NAVPERSCOMINST 5510.1.	
2	Assist NAVPERSCOM, Facilities/Space Management (PERS-333E) in maintaining internal security of NAVPERSCOM buildings during the disaster.	

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**NAVPERSCOM, SENIOR WATCH OFFICER (SWO)
CHECKLIST**

Event Number	Tasking	Time Complete
1	Prepare a CDO watch bill as directed by NAVPERSCOM (PERS-33), DPO.	
2	Set up a security watch bill after the disaster and when custody of all buildings have been turned back over to NAVPERSCOM.	

Enclosure (7)